



Town of Logy Bay-Middle Cove-Outer Cove
Security Services: Middle Cove Beach and Outer Cove Beach
Request for Quote 2024
Instruction to Bidders

Tenders are invited for security services for Middle Cove Beach and Outer Cove Beach in the Town of Logy Bay-Middle Cove-Outer Cove. The successful proponent will be responsible to ensure Town infrastructure is protected, along with ensuring public safety during the specified time periods from June until September 2024 on a regular basis, as well as possible additional services for capelin activity or any other events as required and determined by the Town.

The work to be performed under this contract is contained in this document under the heading "Scope of Work" and "Times & Locations." The Town reserves the right to accept or reject any or all quotations deemed in its best interest.

Bidders are instructed to complete **Appendix A** in its entirety and submit their bids to the Town by email to office@lbmccoc.ca **no later than 2:00 pm, Thursday, November 23, 2023 (closing date)**. Bids received after the closing time/date or not properly filled out will not be considered.

All bids must contain the subject line "**Security Services: Middle Cove Beach and Outer Cove Beach: RFQ 2024**".

The successful bidder will enter into a contract with the Town upon award as per **Appendix B**.

Any questions or clarifications shall be directed to Susan Arns, Town Clerk/Manager, by email at susanarns@lbmccoc.ca or by phone at (709) 726-7930 ext. 102.



Security Services Middle Cove Beach and Outer Cove Beach: RFQ 2024

SCOPE OF WORK

Security services from **June 27, 2024** until **September 1, 2024**, for Middle Cove Beach and Outer Cove Beach as per the times listed in this document.

TIMES & LOCATIONS

- ▶ **Middle Cove Beach:**
 - Inclusive: June 27, 2024 - September 1, 2024
 - 4 nights per week (4 hours per night) from 6:30pm - 10:30pm

- ▶ **Outer Cove Beach:**
 - Inclusive: June 27, 2024 - September 1, 2024
 - One visit per hour, to Outer Cove Beach during the regular shift at Middle Cove Beach.

- ▶ **Capelin Season:**
 - Dates to be determined based on the consultation with Town staff depending on the weather and capelin scull activity. The start and end of the contract will be solely at the discretion of the Town as the capelin scull activity lessens. Typically, this contract commences somewhere between mid-June and mid-July.
 - Monday-Thursday from 3:00pm - 7:00pm
 - Friday-Sunday from 8:00am - 8:00pm

Note: *There will be no additional compensation for security on statutory holidays or unapproved times outside those time listed in this document. Any increase in wages should be reflected in the weekly rate. It is the bidder's responsibility to factor in any statutory holidays and/or overtime pay into rates during the bidding process. Rates shall not change once the bid documents are received or be altered during the duration of this contract.*



BEACH PATROL/DUTIES

- ▶ One patrol guard with vehicle per shift unless otherwise requested (i.e., Capelin Season).
- ▶ Patrolling the beach and parking lot areas on foot.
- ▶ Inspecting/protecting Town infrastructure such as, but not limited to, decks, picnic tables, murals, signs, etc.
- ▶ Reminding the public in a friendly, professional manner of the posted rules:
 - No glass containers permitted;
 - All fires must be located on the rocky beach area only;
 - No burning of construction material containing metals or nails and no burning of any garbage (clean natural wood is recommended);
 - No cutting of any plant/tree material surrounding the beach, beach cliff or wooded areas;
 - Dogs must be on leash;
 - No unruly behaviour;
 - Fireworks and Chinese lanterns not permitted;
 - Follow exit/entrance paths.

CAPELIN SEASON

- ▶ During capelin season, the following patrol requirements will take effect *in addition to the regular beach patrol*:
 - Two additional security staff Monday-Thursday from 3:00pm - 7:00pm.
 - Two additional security staff Friday-Sunday from 8:00am - 8:00pm.
- ▶ Pylons are to be placed 2 car lengths back from the parking lot entrance to control the number of cars entering the parking lot. There are forty-one (41) parking stalls and one (1) barrier free (blue zone) parking space.
- ▶ One security personal shall patrol the parking lot and keep parking space count at all times. The other staff member is to monitor and control the entrance and exit of cars. Security personal shall be able to maintain constant contact with each other via walkie talkie/radio.

Security personnel must be wearing an identifiable high visibility security uniform and any other required personal protective equipment.



INVOICING and PAYMENT

Invoices must be submitted weekly (as per unit prices in appendix A) via email to finance@lbmccoc.ca. Amounts invoiced shall not deviate from the weekly prices provided in Appendix A unless otherwise approved by the Town beforehand. Payment will be directly deposited within 30 days of receipt of invoice.

DOCUMENTS

The successful bidder must submit the following documentation upon award:

- WHSCC Certificate of Clearance
- Safety Plan/Training Documentation
- Certificate of Insurance
- Individual Security Personal Code of Conduct
- Banking Information for Direct Deposit

EXTENSION

Should the Town decide, and the Contractor agree, this contract may be extended by one year ending in September 2025, under the same conditions. If no extension is granted, this contract will end on the last day of services in September 2024.



Appendix A - Bid Sheet

Middle Cove Beach and Outer Cove Beach Security RFQ 2024

Contractor Name: _____

Mailing Address: _____

WEEK #	DATE (Inclusive)	Time	WEEKLY RATE
1	June 27 - June 30	6:30 pm - 10:30 pm	\$
2	July 4 - July 7	6:30 pm - 10:30 pm	\$
3	July 11 - July 14	6:30 pm - 10:30 pm	\$
4	July 18 - July 21	6:30 pm - 10:30 pm	\$
5	July 25 - July 28	6:30 pm - 10:30 pm	\$
6	August 1 - August 4	6:30 pm - 10:30 pm	\$
7	August 8 - August 11	6:30 pm - 10:30 pm	\$
8	August 15 - August 18	6:30 pm - 10:30 pm	\$
9	August 22 - August 25	6:30 pm - 10:30 pm	\$
10	August 29 - September 1	6:30 pm - 10:30 pm	\$
SUBTOTAL			\$

1. **Subtotal** (sum of weekly rate 1-10 (inclusive)) = \$ _____

2. **HST (15%)** (subtotal x 0.15) = \$ _____

3. **TOTAL ANNUAL RATE** (subtotal + HST) = \$ _____

**Capelin Season (or any other events as determined or required by the Town) to be determined on seasonal requirements as per the approved hourly rate.*



DAY	TIME	DAILY RATE (2 Guards)
Monday	3:00 pm - 7:00 pm	\$
Tuesday	3:00 pm - 7:00 pm	\$
Wednesday	3:00 pm - 7:00 pm	\$
Thursday	3:00 pm - 7:00 pm	\$
Friday	8:00 am - 8:00 pm	\$
Saturday	8:00 am - 8:00 pm	\$
Sunday	8:00 am - 8:00 pm	\$

Note: *There will be no additional compensation for security on statutory holidays. Any increased wages should be reflected in the weekly rate. It is the bidder's responsibility to factor in any statutory holidays and/or overtime pay in to rates during the bidding process. Rates shall not change once the bid documents are received or be altered during the duration of this contract.*



Appendix B - Contract

Middle Cove Beach and Outer Cove Beach Security RFQ 2024

The contractor agrees to provide beach security services as outlined in this document, in conjunction with the submitted prices in Appendix A, for the period beginning June 27, 2024 up to and including September 1, 2024 (inclusive).

BETWEEN _____ (the Contractor)

Contractor Representative

Witness

Date

Date

AND The Town of Logy Bay-Middle Cove-Outer Cove (the Town) a municipality within the Province of Newfoundland and Labrador with the following specified address:

744 Logy Bay Road
Logy Bay, NL A1K 3B5

Susan Arns
Town Manager/Clerk

Witness

Date

Date